



## DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

17755 Main Street  
Dumfries, Virginia 22026-2386  
Tel: 703-221-3400 / Fax: 703-221-3544  
[www.DumfriesVirginia.org](http://www.DumfriesVirginia.org)

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TO: Town Council  
FROM: Debi Sandlin, Director of Economic Development  
DATE: December 6, 2011  
RE: Department of Community & Economic Development November Staff Report

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### ECONOMIC DEVELOPMENT

#### SUMMARY

During the month of November staff spent a substantial amount of time finalizing the update to the Land Use, Transportation and Historic and Cultural Resources Plans for the minor update to the existing Comprehensive Plan.

Staff also spent a significant amount of time preparing responses and comments to provide to the attorney representing the First Town Center applicant, Mr. Pete Singh.

### ECONOMIC DEVELOPMENT

The Director of Community and Economic Development along with the Town Planner, met with Paul Trapp, Chief Executive Officer, Stephen Davis, President and Corey Holeman, Chief Financial Officer of FederalConference.com, a new company that recently moved their headquarters to the Town of Dumfries from Tallahassee, Florida. FederalConference.com is a 5 ½ year old company which provides event planning for the Federal Government. They are occupying 6,000 square feet of space in the office building located at 17903 Main Street and employ 42 with an average salary of \$110,000. They have plans to expand their company over the next 12 months.

The Director prepared and distributed a press release announcing the appointment of Nancy West as Interim Mayor, Council Member Willie Toney as Vice Mayor and the appointment of Gwen Washington as a Council Member to fill the remaining term of Vice Mayor Toney's Council seat.

The Director responded to questions from Michelle Carter, from Carter Design on questions relating to the site plans submitted by McDonalds. McDonalds has identified their Dumfries store as a priority and plan to move quickly on getting this store up once the site plan has been approved by the Planning Commission and the Town Council. They are scheduled to present their site plan to the Planning Commission on December 12, 2011 and to Town Council on Tuesday, January 3, 2012.

The Director worked with the Town Manager to prepare the 2012 Legislative Package to present to Council for consideration.

The Director worked with Phil Newell, Delegates Torian's Aid to schedule a joint Town Council/Legislative Representative meeting to discuss the Council's 2012 Legislative Package. The meeting is scheduled for December 13, 2011 at 4:15 pm and will be held at Town Hall.

#### **Other Meetings the Director participated in during November**

1. Attended and helped facilitate the Planning Commission's November meeting.
2. Attended the First Town Center Community Information meeting.
3. Facilitated and coordinated several First Town Center staff committee meetings to work on responding to the applicants comments.
4. Facilitated and coordinated several First Town Center Design Guideline Standards subcommittee meetings to start identifying design elements to present to the applicant, including, street lights, trash receptacles, benches, clocks, trees, etc.

#### **WEBSITE STATISTICS**

The website statistics for the month of November are as follows:

- 1,022 people visited the website
- There were 3,776 pageviews
- 3.69 average page visits
- 2.36 minutes spent on the website – average time visitor spent on the website
- 81.41% of the visits were new visits

Websites visits generated by Search engines

- Internet Explorer – 640 – 62.62%
- Firefox – 160 – 15.62%
- Safari – 90 – 8.81%
- Chrome – 82 – 8.02%
- Android Browser – 32 – 3.13%

The top three countries to visit the Town's website were:

United States – 930 visits  
United Kingdom – 36 visits  
Canada – 13 visits

## **BOARDS AND COMMISSIONS**

### **PLANNING COMMISSION**

The Planning Commission held a Public Hearing on the minor update to the Comprehensive Plan. No one spoke for or against the update during the Public Hearing.

The Planning Commission voted to move the recommended update forward to Town Council for a Public Hearing.

### **BOARD OF ZONING APPEALS**

There was not a BZA meeting in November.

### **ARCHITECTURAL REVIEW BOARD**

The November ARB meeting was canceled due to the conflict of the elections being held on the same day. There will be a joint Town Council and ARB meeting on Tuesday, December 13, 2011 at 7 pm.

Staff presented the ARB's recommendations to the Town Council to appoint Tim Jabb's from Jabs Construction and O'Kelly Russell to fill the vacant seats on the ARB.

## **TOWN PLANNER/ZONING ADMINISTRATOR SUMMARY OF ACTIVITIES**

The Town Planner and the Director of Community Development finished formatting the Comprehensive Plan Update to present to the Town Council for consideration and uploaded a copy to the Town website for the community to review.

The Town Planner/Zoning Administrator presented the recommended update of the Comprehensive Plan and the Hashimi Rezoning case to the Town Council during the November 15, 2011 Town Council meeting.

The Town Planner/Zoning Administrator continued to evaluate the use of each property in the Town, putting together a database of the existing uses, the name of the business, the status of the use, and researching the approval paperwork and certificate of occupancy for each commercial property. This project, the "Occupancy Update Project," will eventually result in letters being sent to the owners and tenants of all commercial properties in Town to confirm the use of the properties in advance of next year's business license applications, to ensure that all Town records are consistent regarding each property in Town, its use, and its status of conformity with the Zoning Ordinance.

The Town Planner/Zoning Administrator and the Public Works staff, received, reviewed and sent out for comments from other agencies site plans for the new McDonald's at Triangle Shopping Center and Grace Church's development of the former Stewart Mailing building.

The Town Planner/Zoning Administrator issued a Zoning Determination to the owner of a property located in Prince William Estates, determining the lot, which was formerly

traversed by a utility line, is now a buildable lot based on the utility line and easement being moved to a different part of the property.

#### **Meetings attended by the Town Planner/Zoning Administrator**

1. Participated in several First Town Center staff planning meetings to provide recommendations to present to the applicant of the project.
2. Attended the First Town Center Community information meeting.
3. Facilitated and planned the November Planning Commission meeting.
4. Attended and participated in the Ginn Memorial Park meeting.

#### **Status of Recording Planning Commission, ARB and BZA Meetings**

Staff is still working on preparing options for Council to consider and will bring this information forward for Council to discuss during the January 3, 2012 Town Council meeting.

#### **Community and Economic Development Volunteer Activities**

Lakisha Clements has been working on the following activities during the month of November:

1. Evaluating Town forms and the Community and Economic Development web pages for readability.
2. Working on logging in details of archived site plans to provide staff a better idea of the location and details of each archived plan.

Lakisha has also been working with Cydney Neville to assist her with Community Service programs as well.

| <b>Violations for November 2011</b> |              |                  |
|-------------------------------------|--------------|------------------|
| Signs                               | Banner signs | violation abated |
| Signs                               | façade sign  | violation abated |

If Council has any questions regarding the Department of Community and Economic Development's November 2011 staff report, please feel free to call me and I will be happy to answer any of your questions.



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**PLANNING COMMISSION REGULAR MEETING MINUTES**

**Date:** October 17, 2011

**I. Call to Order:** 7:00 PM

**II. Roll Call / ♣Determination of a Quorum♣:**

**Commissioners:**

Mr. Chris Padberg (Chair)  
Mr. William O'Kelly Russell (Vice-Chair)  
Mr. John E. Webb  
Ms. Louise Waggy  
Mr. James Vinson  
Mrs. Gina Critchley  
Mr. Louis A. Praino  
Vacant  
Vacant

**Present:**

X  
X  
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X  
X  
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**Absent:**

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♣ Verified by the Secretary and so noted by the Chairperson.

**Council / Staff / Guests Attending:**

Mr. David Moss  
Ms. Debi Sandlin

**Representing:**

Zoning Administrator / Planner, Dumfries, Va.  
Director of Community and Economic Development.

**III. Adoption of Meeting Agenda:**

1. Call to Order
2. Roll Call.
3. Adoption of Meeting Agenda ‡
4. Review / Ratify Previous Minutes.
5. New Business & Action Items.
6. Old Business.
7. Information / Discussion Items.
8. Adjournment.

‡ Agenda was adopted by consensus of the P.C. Membership.

**IV. Review / Ratify Previous Minutes:**

- After review and discussion it was agreed by consensus of the PC Membership to defer ratification of the minutes of, September 12, 2011 PC Public Hearing, and the September 12, 2011 Regular PC Meeting to the next regularly scheduled PC Meeting.

## V. New Business & Action Items:

**1.) First Meeting – Rezoning , 17650 Possum Point Rd.** - Mr. David Moss, Town Zoning Administrator / Planner, opened informational discussions relating to rezoning application # 11-92 for the property located at 17650 Possum Point Rd, the current location of Image Church. Mr. Moss noted that currently the use on the property is legally non-conforming, B1, but if re-zoning is approved to the requested Flex Business designation, it would become conforming. No problems were noted which conflicted with the current zoning of the surrounding properties. At the conclusion of discussions a motion was made.

**Motion:** The Dumfries Planning Commission recommends that Rezoning Request # 11-92 for the property located at 17650 Possum Point Road be brought forward and a Public Hearing be scheduled on November 17, 2011, prior to the scheduled Planning Commission Meeting.

- a. **Motion:** Mr. James Vinson
- b. **Second:** Ms. Louise Waggy
- c. **Discussion:** At this time the applicant spoke up noting that while he was appreciate of the prompt scheduling of his application, he would traveling be out of the country at that time and requested that the Public Hearing be re-scheduled to December. After discussion Mr. Vinson and Ms. Waggy agreed to amend their motion, changing the Planning Commission Public Hearing date to December 12, 2011, which was agreeable to all.

**Modified Motion:** The Dumfries Planning Commission recommends that Rezoning Request # 11-92 for the property located at 17650 Possum Point Road be brought forward and a Public Hearing be scheduled on December 12, 2011, prior to the scheduled Planning Commission Meeting.

- a. **Motion:** Mr. James Vinson
- b. **Second:** Ms. Louise Waggy
- c. **Discussion:** None
- d. **Vote:** Mr. Webb = Aye, Mrs. Waggy = Aye, Mrs. Critchley = Aye, Mr. Praino = Aye, Mr. Vinson = Aye, Mr. Russell = Aye, Mr. Padberg = Aye.
  - Motion passed.

**2.) Comprehensive Plan Update.** - Mr. David Moss, Town Zoning Administrator / Planner, with the concurrence of Ms. Debi Sandlin, the Director of Community and Economic Development, presented a review of the completed draft version of the Town of Dumfries, Va. Comprehensive Plan Update. Due to the unique and important significance of this project it was decided to broadcast Mr. Moss's presentation, live, to the Town's Citizens. With camera's rolling, Mr. Moss reviewed and presented an analysis of each section / chapter which was updated noting credits where applicable, but stressing that the complete project resulted from a well coordinated group effort of many individuals. Upon concluding, he noted that the remaining sections of the Comp. Plan to be updated will follow the same successful format, section-by-section, until the entire Plan is completed. He reminded everyone, that, even when the current updates are completed, keeping the Comprehensive Plan current to the needs of the Town, will always be an on-going endeavor, which Staff and the Planning Commission, will continuously monitor. Cameras were then turned off. Discussion ensued regarding "minor re-writes to certain sections and timelines to final completion. Upon the conclusion of discussions a motion was made.

**Motion:** The Dumfries Planning Commission recommends that the Town of Dumfries, Va. Comprehensive Plan Update be brought forward and a Public Hearing be scheduled on November 7, 2011, prior to the scheduled Planning Commission Meeting.

- a. **Motion:** Ms. Louise Waggy
- b. **Second:** Mr. James Vinson
- c. **Discussion:** None
- d. **Vote:** Mr. Webb = Aye, Mrs. Waggy = Aye, Mrs. Critchley = Aye, Mr. Praino = Aye, Mr. Vinson = Aye, Mr. Russell = Aye, Mr. Padberg = Aye.
  - Motion passed.

**3.) Deliberations on Video Recording of Public Hearings.** – Mr. David Moss, Town Zoning Administrator / Planner opened discussions noting the legal reasons favoring the video recording of meetings. He spoke on the format utilized by other jurisdictions and Prince William County in determining which and when meetings would be broadcasted. Members of the Planning Commission also spoke out expressing their feelings regarding the broadcasting & recording of meetings and/or hearings. Some espoused the concept, some expressed reservations and others spoke in opposition. Additional discussions ensued, noting the legal benefits ascribed to the video recording of meetings and / or hearings as well as increasing citizen awareness of Town political affairs. Also considered were liabilities incurred by the broadcasting / recording of meetings and / or hearings. Suggestions and opinions were expounded, touching on a number of possible scenarios, including perchance, the necessity of requiring the Town legal representative be present at all televised meetings to minimize the possibility of legal liabilities. Citizen participation at the meetings, including comment times were also deliberated.

**VI. Old Business / Unfinished Business:**

1.) None

**VII. Information / Discussion Items:**

1.) None

**VIII. Member Comments:**

1.) Mr. Padberg expressed concerns that Staff had made recommendations relating to the re-instatement of BZA Members at a recent meeting and expressed concerns regarding this precedent. He noted that the BZA serves "at the pleasure of the Town Council", and they alone have sole mandate regarding their appointees. Ms. Debi Sandlin, the Director of Community and Economic Development agreed with his observation.

● **At this time a motion was made;** "To adjourn this Planning Commission Meeting."

a. **Motion:** Mr. John Webb

b. **Second:** Mr. James Vinson

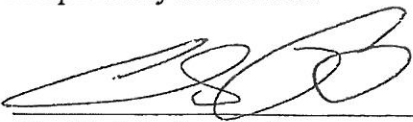
c. **Discussion:** None

d. **Vote:** Mr. Webb = Aye, Mrs. Waggy = Aye, Mrs. Critchley = Aye, Mr. Praino = Aye, Mr. Vinson = Aye, Mr. Russell = Aye, Mr. Padberg = Aye.

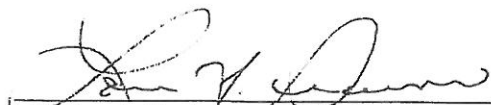
● Motion passed.

**IX. Adjourn:** 9:19 PM

Respectfully Submitted:

  
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Mr. Christopher Padberg..... Chair.

11/7/11 Date.

  
\_\_\_\_\_  
Mr. Louis Praino....Recording Secretary.

Nov. 7, 2011 Date.